



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date August 3, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DCS-16		Date Received AUG 7 1973	Application No. 73-487
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Community Services, Youth Services-417-S 47 Trinity Avenue Atlanta, Georgia 30334		4. Person to Contact Mr. Charles Ray	
		5. Working Title Asst. Director	6. Tel. No. 656-4464

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 11970- to date	9. Exact Series Title INTERSTATE COMPACT ON PLACEMENT OF JUVENILE OFFENDER FILES
---	--

10. What is the function of the office in which this record series is created?

The Youth Services Unit, headed by the Assistant Director of Social Services, is responsible for the administration and supervision of programs in the State for Youths. Included are (1) the administration of detention centers for juveniles (Youth Centers Administration); (2) the supervision of pretrial, trial, post-trial, predetention and post-detention services to juveniles in the State (Court Service Administration).

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the transfer a juvenile, under the jurisdiction of the Youth Service Section of the State of Georgia, to or from another State.

Included are: correspondence between the Youth Service Section of the State of Georgia and other States' Social Welfare Agencies in reference to the interstate placement of juveniles; copies of Court Orders, and Court Petitions; and copies of Social History, Psychological Examinations, and school transcripts; and other related documents.

Files are arranged alphabetically by case name.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		10	15		3	4.5		
Legal-size File Drawers				Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
					14			
					This Year's	Last Year's	Preceding Year's	All Prior Years
				AVERAGE DAILY REFERENCES	1	1	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency?
Partial duplication in other locations | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?
Juvenile Court Code and Children and Youth Act | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

- When a case becomes inactive place all papers in the inactive file; then cut off the inactive file at the end of each calendar year; then hold in current files area 1 year; then transfer to State Records Center, hold 3 years; then destroy, except that 1 random cubic foot will be retired to State Archives for each year ending in 0 and 5 prior to disposal by State Records Center.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>W. A. Spaulding</i>	<i>Aug 6 73</i>	<i>Charles E. Fay</i>	<i>Aug 6 73</i>
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Nelson</i>	<i>9-13-73</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Kay</i>	<i>Sept 4, 73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>R. M. Shull</i>	<i>9-13-73</i>
	Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS
COMMITTEE